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*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Deputy Director of Training (General)

DATE: 15 May 52

FROM : [REDACTED]

SUBJECT: Weekly Report: 8 May - 15 May 52

1. 20 of the 23 Professional Trainees have been given "vocational and placement" interviews and the rough notes from these interviews have been typed. In most instances, the information derived from the interviews has already been put to use in scheduling placement interviews for the student.

2. On 10 May, 22 Professional Trainee students were given re-tests on the Work Conditions Survey, the Guilford-Zimmerman Temperament Survey, Scale of Attitudes, and the test of Logical Reasoning. This experiment was carried out to get data on practice effects and reliability of these instruments. Among other things, we are interested in finding out if students have become more sophisticated about possible Agency work conditions as the result of their course. In addition to this retest study, the students ranked each other in terms of DCI potential, tough-mindedness, boss preference, and the 10 traits of the Guilford-Zimmerman Temperament Survey, such as objectivity, cooperativeness, extroversion, etc.

3. [REDACTED] was with us on May 8, 9, 10 and 12. Most of this time was spent in briefing, training, and acquainting him with problems concerned with his research plan for the vocational interest inventory. We spent one morning with Mr. Meloon; had a conference with [REDACTED]; visited, and had a conference with, the Testing Branch at D St., and discussed problems of selecting clerks; met with representatives (Dr. John Dailey, Chief Scientist, and Mr. Sidney Freeman, Psychologist) from the Classification & Survey Branch of the Bureau of Naval Personnel; tested P.T's and interviewed some of them; attended the Indoctrination Course. Mr. Meloon called attention to the need for applied psychological research for Registry and Code clerks. The labor turnover is high in both these groups.

4. A total of 4 conferences have been held this week on problems of selecting and training clerks in the Provisional Pool. We have selected the battery of tests, worked out norms, developed a tentative profile system for our own internal use, and more or less worked out the procedures of exchanging ideas with Personnel Placement, Training, and the Testing Branch. It now remains to develop training evaluation report forms, psychometric report forms, training criteria, and occupational proficiency and aptitude standards.

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5. On 13 May, I lunched with Mr. Oliver Caldwell, who is transferring from his post in the Dept. of State to become Assistant Commissioner, Office of Education, where he will carry many of his older duties on international exchange of students and scholars.

6. We have compiled a list of students who studied Russian at Georgetown and who earned Excellent or Superior end-of-course evaluations. This report, which resulted from the Training staff conference of 8 May on intensive language courses, has been forwarded to you via [REDACTED]. Of interest is the fact that of the 38 students, 37 had at least Above Average scores on the language aptitude test.

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